Self appraisal report for Year (2023-24)

Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication)

Ministry Name: Ministry of Environment & Forests

Department Name:

Public Authority Name: Directorate of Forest Education, Dehradun

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and o	luties[Section	n 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	http://dfe.gov.in/directorate- address	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://dfe.gov.i n/present- director	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://dfe.gov.i	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	http://dfe.gov.in/mandate	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://dfe.gov.in/organisation chart	-	1.28	Okay
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	http://dfe.gov.in/history	Fully Met	1.28	Okay
1.2	Power and duties of its officers and employee	s[Section 4	(1) (b)(ii)]				1	
1.2.1	Powers and duties of officers (administrative,	Fully Met	1.54	1.54	http://dfe.gov.i	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	financial and judicial)				n/delegation-of-financial-powers	0		
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	http://dfe.gov. n/work-allocat on-and-duties	i	1.54	Okay
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	http://dfe.gov. n/work-allocat on-and-duties	i	1.54	Okay
1.2.4	Exercised	Fully Met	1.54	1.54	http://dfe.gov. n/work-allocat on-and-duties	i	1.54	Okay
1.2.5	Work allocation	Fully Met	1.54	1.54	http://dfe.gov. n/work-allocat on-and-duties	i	1.54	Okay
1.3	Procedure followed in decision making proce	ss [Section	4(1)(b)(iii))]				
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	http://dfe.gov. n/induction- training	i Fully Met	1.54	Okay
1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://dfe.gov. n/induction- training	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	http://dfe.gov. n/induction- training	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	http://dfe.gov. n/induction- training	Fully Met	1.54	Okay
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	http://dfe.gov. n/organisation chart	•	1.54	Okay
1.4	Norms for discharge of functions[Section 4(1)	(b)(iv)]						

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	http://dfe.gov. n/mandate	i Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://dfe.gov. n/induction- training	i Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	http://dfe.gov. n/induction- training	i Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	http://dfe.gov. n/induction- training	i Fully Met	1.54	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	http://dfe.gov. n/organisation chart		1.54	Okay
1.5	Rules, regulations, instructions manual and r	ecords for d	ischargin	g function	s[Section 4(1)	(b)(v)]		
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	http://dfe.gov. n/induction- training	i Fully Met	1.92	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://dfe.gov. n/induction- training	i Fully Met	1.92	Okay
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://dfe.gov. n/induction- training	i Fully Met	1.92	Okay
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	http://dfe.gov. n/transfer-and joining-orders	l-	1.92	Okay
1.6	Categories of documents held by the authorit	ty under its o	control[Se	ection 4(1)((b) (vi)]			
1.6.1	Categories of documents	Not Met	3.85	0	empty	Not Met	0	Okay
1.6.2	Custodian of documents/categories	Not Met	3.85	0	empty	Not Met	0	Okay
1.7	Boards, Councils, Committees and other Boo	lies constitu	ted as pa	rt of the Pu	ıblic Authority	[Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	http://dfe.gov.	i Fully Met	0.96	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/constitution- of-committees			
1.7.2	Composition	Fully Met	0.96	0.96	http://dfe.gov.in/constitution- of-committees	•	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	http://dfe.gov.in/constitution- of-committees	•	0.96	Okay
1.7.4	Term/ Tenure	Not Met	0.96	0	empty	Not Met	0	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	http://dfe.gov.in/constitution- of-committees	•	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Okay
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Not Met	0	Okay
1.8	Directory of officers and employees[Section 4	(1) (b) (ix)]						
1.8.1	Name and designation	Fully Met	3.85	3.85	http://dfe.gov.i n/directory-of- officers-and- employees		3.85	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	http://dfe.gov.i n/directory-of- officers-and- employees	•	3.85	Okay
1.9	Monthly Remuneration received by officers &	employees	including	system of	f compensation	n[Section 4	(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	http://dfe.gov.in/list-of-emplo yees-with-gro ss-monthly- remuneration	,	3.85	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.9.2	System of compensation as provided in its regulations	Not Met	3.85	0	empty	Not Met	0	Okay
1.10	Name, designation and other particulars of pu	ıblic inform	ation offic	ers[Section	n 4(1) (b) (xvi)]		
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	http://dfe.gov.i n/rti	Fully Met	3.85	Okay
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	http://dfe.gov.i n/rti	Fully Met	3.85	Okay
1.11	No. Of employees against whom Disciplinary	action has l	been prop	osed/ take	n(Section 4(2))		
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Okay
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Okay
1.12	Programmes to advance understanding of RT	I(Section 26	6)					
1.12.1	Educational programmes	Not Applica	ıble0	0	empty	Not Applical	ble0	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	eFully Met	1.92	1.92	http://dfe.gov.i n/rti	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	http://dfe.gov.i	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	http://dfe.gov.i n/rti	Fully Met	1.92	Okay
1.13	Transfer policy and transfer orders[F No. 1/6/2	2011- IR dt.	15.4.2013]				
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	http://dfe.gov.i n/transfer-and joining-orders	•	7.69	Okay
Total			98	75		98	75	
2	Budget and Programme							
2.1	Budget allocated to each agency including all 4(1)(b)(xi)]	plans, prop	oosed exp	enditure a	nd reports on	disburseme	nts made	etc.[Section
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	http://dfe.gov.i n/budget	Fully Met	10.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	http://dfe.gov.i		10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	http://dfe.gov.i n/budget	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	http://dfe.gov.i n/budget	Fully Met	10.00	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	http://dfe.gov.i n/budget	Fully Met	10.00	Okay
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR	dt. 11.9.2012)						
2.2.1	Budget	Fully Met	16.67	16.67	http://dfe.gov.i	Fully Met	16.67	Okay
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	http://dfe.gov.i	Partially Met	8.34	Okay
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Not Applicable	90	0	empty	Not Applicable	e0	Okay
2.3	Manner of execution of subsidy programme [S	Section 4(i)(b)(xii)]					
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	e0	Okay
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	e0	Okay
2.3.3	Procedure to avail benefits	Not Applicable		0	empty	Not Applicable		Okay
2.3.4	Duration of the programme/ scheme	Not Applicable		0	empty	Not Applicable		Okay
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	e0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	eO	0	empty	Not Applicable		Okay
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	-	0	empty	Not Applicable		Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable		0	empty	Not Applicable		Okay
2.4	Discretionary and non-discretionary grants [F	. No. 1/6/2011-	IR dt. 1	5.04.2013]				
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	http://dfe.gov.i n/budget	Fully Met	25.00	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	http://dfe.gov.i n/budget	Fully Met	25.00	Okay
2.5	Particulars of recipients of concessions, perm	its of authoriz	zations	granted by	the public au	thority[Sectio	n 4(1) (b)	(xiii)]
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	eO	0	empty	Not Applicable	90	Okay
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2	20131						
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	_	50	25.00	http://dfe.gov.i n/cag-and-pac paras	•	25.00	Okay
Total			183	158		183	150	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	http://dfe.gov.i n/induction- training		12.50	Okay
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants							
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	90	0	empty	Not Applicable	90	Okay
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	90	0	empty	Not Applicable	e0	Okay
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	90	0	empty	Not Applicable	e0	Okay
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	€0	0	empty	Not Applicable	e0	Okay
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	e 0	0	empty	Not Applicable	e 0	Okay
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	e0	0	empty	Not Applicable	eO	Okay
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	90	0	empty	Not Applicable	e0	Okay
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	€0	0	empty	Not Applicable	e0	Okay
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	e0	0	empty	Not Applicable	e0	Okay
3.2	Are the details of policies / decisions, which a	ffect public, i	nformed	to them[S	Section 4(1)	(c)]		
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the	Not Applicable		0	empty	Not Applicable	9 0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
	previous one year							
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	eO	0	empty	Not Applicable	0	Okay
3.3	Dissemination of information widely and in su	ch form and r	nanner	which is e	asily accessib	le to the publi	c [Section	n 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	http://dfe.gov.i n/index.php	Fully Met	50.00	Okay
3.4	Form of accessibility of information manual/ h	andbook[Sec	tion 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	http://dfe.gov.i n/training- material	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in Printed format	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.5	Whether information manual/ handbook availa	ble free of co	st or no	t [Section	4(1)(b)]			
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	http://dfe.gov.i n/training- material	Fully Met	25.00	Okay
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	90	0	empty	Not Applicable	: 0	Okay
Total	'		113	113		113	113	
4	E-Governance							
4.1	Language in which Information Manual/Handb	ook Available	[F No.	1/6/2011-IF	R dt. 15.4.2013	1		
4.1.1	English	Fully Met	14.29	14.29	http://dfe.gov.i n/induction- training	Fully Met	14.29	Okay
4.1.2	Vernacular/ Local Language	Not Applicable	e0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		Auditor Marks	Auditor Remarks/URL
4.2	When was the information Manual/Handbook	last updated	?[F No. 1	/6/2011-IR	dt 15.4.2013]			
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	http://dfe.gov. n/index.php	Fully Met	28.57	Okay
4.3	Information available in electronic form[Section	on 4(1)(b)(xiv	')]					
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	http://dfe.gov. n/induction- training	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://dfe.gov. n/induction- training	i Fully Met	9.52	Okay
4.3.3	Location where available	Fully Met	9.52	9.52	http://dfe.gov. n/induction- training	i Fully Met	9.52	Okay
4.4	Particulars of facilities available to citizen for	obtaining in	formatio	n[Section 4	l(1)(b)(xv)]			
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	http://dfe.gov. n/who-is-who	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://dfe.gov. n/who-is-who	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Not Applicat	ole0	0	empty	Not Applicable	0	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://dfe.gov. n/directorate- address	Fully Met	7.14	Okay
4.5	Such other information as may be prescribed	under Section	on 4(i) (b)	(xvii)				
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	http://dfe.gov. n/channel-of-s upervision-an d- accountability	3	3.57	Okay
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	http://dfe.gov. n/rti	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	http://dfe.gov. n/other-trainin		3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
					g-programs			
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	http://dfe.gov.i n/other-trainin g-programs	-	3.57	Okay
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.5.6	Annual Report	Fully Met	3.57	3.57	http://dfe.gov.i n/directors- reports	Fully Met	3.57	Okay
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.6	Receipt & Disposal of RTI applications & appe	als [F.No 1/6/2	2011-IR	dt. 15.04.2	2013]			
4.6.1	Details of applications received and disposed	_	14.29	14.29	http://dfe.gov.i	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	http://dfe.gov.i n/rti	Fully Met	14.29	Okay
4.7	Replies to questions asked in the parliament[Section 4(1)(d)	(2)]					
4.7.1	Details of questions asked and replies given		28.57	28.57	http://dfe.gov.i n/parliament- questions	Fully Met	28.57	Okay
Total			168	168		168	168	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed	[F.No. 1/2/2010	6-IR dt.	17.8.2016	F No. 1/6/201	1-IR dt. 15.4.20	013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	-	20	20.00	http://dfe.gov.i n/rti		20.00	Okay
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
	audit carried out							
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	Fully Met	20	20.00	http://dfe.gov.i n/rti	Fully Met	20.00	Okay
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Applicable	0	Okay
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Applicable	0	0	empty	Not Applicable	0	Okay
Total			40	40		40	40	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have	ve minimum re	esort to	use of RT	T Act to obtain	information		
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	http://dfe.gov.i n/rti	Fully Met	25.00	Okay
6.2	Guidelines for Indian Government Websites (CSM Secretariat Manual of Office Procedures (CSM Personnel, Publ	,	•		• •			
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	Kindly obtain STQC
6.2.2	Does the website show the certificate on the Website?	Partially Met	12.5	6.25	http://dfe.gov.i n/website- certificate		0	Kindly obtain STQC
Total			50	31		50	25	
Grand	l Total		652	585		652	571	